

MORALE, WELFARE & RECREATION DEPARTMENT
JOB OPPORTUNITY
COMPETITIVE VACANCY ANNOUNCEMENT

ALL INTERESTED APPLICANTS SHOULD MAIL OR FAX
SF-171, OF-612 or RESUME ALONG WITH AN OF-306 TO:
MORALE, WELFARE & RECREATION DEPARTMENT
NAVAL SUPPORT ACTIVITY WASHINGTON
NAVAL DISTRICT WASHINGTON ANACOSTIA ANNEX
2770 ENTERPRISE WAY, S.W., SUITE 106
WASHINGTON, D.C. 20373-5823
TEL. # (202) 433-0804
FAX # (202) 433-5045

POSITION: FRONT DESK SUPERVISOR
NF-0303-03 FULL-TIME POSITION (1)

ANNOUNCEMENT #: 04-039

SALARY: \$11.74-\$26.35 PER HR

OPENING DATE: 18 OCT 2004

CLOSING DATE: UNTIL FILLED

LOCATION: REGIONAL BACHELOR HOUSING, NAVAL SUPPORT ACTIVITY
WASHINGTON, ANACOSTIA ANNEX, WASHINGTON, DC

AREA OF CONSIDERATION: *All qualified applicants within commuting distance of Naval Support Activity Washington, Washington, DC.*

BRIEF DESCRIPTION OF DUTIES:

Supervises all front desk operations including cash handling, reservations, and room assignments maximizing occupancy. Review reports from the night audit to include telephone call accounting in house guests, check-in, check-out and reservations. Incumbent will perform statistical analysis, reporting procedures and analyzing audit reports to ensure accountability of personnel and revenue. The incumbent trains, instructs, and administratively and technically supervises personnel assigned to the front desk both formally and on-the-job training in such areas as front desk operations, customer service, and financial accountability. Plans and schedules ongoing production oriented work for all front desk personnel.

QUALIFICATIONS:

Professional knowledge of hotel/motel organization, administration, procedures, and supervisory practices in conducting day-to-day operations. Understands long-range planning, cash collections, operation of automated lodging systems, automated telephone systems, and internal controls. Must be able to communicate effectively to all levels of personnel both orally and in writing.

"The Department of the Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factor. Reasonable accommodations will be made for qualified applicants or employees with disabilities. The decision on granting reasonable accommodation will be on a case-by-case basis."